

I. INTRODUCTION

This position is located in a Field Office of the Fresh Products Branch, Fruit and Vegetable Division, Agricultural Marketing Service. The incumbent performs typing and clerical duties related to the work of the office.

II. MAJOR DUTIES

Types certificates in final form from inspector's rough notes and prepares fee bills for inspection services performed. Distributes certificates and fee bills as required.

Receives telephone requests for inspection services and secures information needed for assignment to field graders. Answers routine questions concerning work at the office and refers other calls to appropriate personnel.

Maintains files of certificates according to type of inspection work performed. Helps maintain other program and administrative files as required.

As required or in the absence of the Accounting Technician, makes deposits and entries in record ledgers, prepares requisitions for supplies, and compiles information for reports.

III. FACTORS

Factor 1. Knowledge Required by the Position Level 1-2, 200 points

Knowledge of the clerical procedures used to type certificates, prepare fee bills, distribute certificates, maintain files, etc.

Knowledge of grammar, spelling, punctuation, and capitalization to type certificates and fee bills.

Knowledge of the various forms used by the office.

Skill in typing. A qualified typist is required.

Factor 2. Supervisory Controls Level 2-2, 125 points

The employee works under the supervision of the Officer-In-Charge although the Accounting Technician provides technical guidance and direction. The incumbent performs routine typing and clerical work independently. Work is reviewed for completeness and accuracy.

Factor 3. Guidelines Level 3-2, 125 points

Detailed written guidelines including office manuals, correspondence style manual, and Division, Agency and Departmental rules and regulations are provided to the employee. The clerk uses judgment in selecting the most appropriate guideline and refers situations for which existing guidelines cannot be applied to the Accounting Technician or Officer-In-Charge for resolution.

Factor 4. Complexity Level 4-2, 75 points

Work consists of typing and several clerical tasks involving related procedures. The employee must recognize incomplete or conflicting data or information and take action as necessary.

Factor 5. Scope and Effect Level 5-1, 25 points

The typing and clerical work contributes to the effectiveness of the office.

Factor 6. Personal Contacts Level 6-2, 25 points

Contacts are with coworkers, graders, and applicants.

Factor 7. Purpose of the Contacts Level 7-1, 20 points

Contacts are for the purpose of obtaining or providing information.

Factor 8. Physical Demands Level 8-1, 5 points

Work is sedentary.

Factor 9. Work Environment Level 9-1, 5 points

Work is performed in an office setting.

TOTAL POINTS - 605

